

Region: Northwest

Site Information: Jayne M. Loeffler, Inc.
7635 W Bluemound Road, Suite 204
Milwaukee WI 53213

Site Contact Person/Title: Jayne M. Loeffler, Vocational Specialist
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Appointment Phone: (414) 454-0677 **Fax:**

Billing Contact Name: Jayne M. Loeffler **Phone:** (414) 454-0677

Is agency Medicaid certified? no **Faith-based Organization:** no
Minority or Disadvantaged Vendor: yes (Disadvantaged Vendor)

Facility Accessibility:

• Offers handicapped parking	• Is wheelchair accessible
• Has a location near public transportation	

Specializations:

- Offers Spanish language (limited)
- Offers Braille (limited)

Hours of Operations:

Monday:	7:30am-4pm	Tuesday:	7:30am-4pm
Wednesday:	7:30am-4pm	Thursday:	7:30am-4pm
Friday:	7:30am-4pm	Saturday:	As needed
Sunday:	As needed	Emergency Contact 24 Hour Phone Number: N/A	

(appointments can also be arranged as needed)

Program Description

I. Vocational Evaluation:

A. Work Sample Assessment with Comprehensive Report/\$600.00.

Length of the evaluation: Client will attend 2-5 sessions with vocational evaluator. Each session will last 2-4 hours. The length of each session depends upon the reading level of the client and their ability to move through all of the assessments and work samples. Most clients typically can complete an evaluation in 2-3 sessions.

Work Samples: Valpar and Skills Assessment Module work samples are available for use: Alphabetical Mail Sort, Numerical Mail Sort, Visual Maze Fine Hand Dexterity, Payroll Computation, Patient Information Memo, Small Parts Dexterity, Part A and Part B, Ruler Reading, Pipe Assembly, O Rings, Block Design, Color Sort, Circuit Board, Typing Tests, Learning Style Assessment and Drafting.

Additional Dexterity Assessments available: The Purdue Pegboard and The Bennett Hand and Tool Test.

Interests Test Utilized (2 will be selected): Valpar Magellan Module, The Self-Directed Search (also in Spanish, Braille and a lower reading level), The Career Decision-Making System (also in Spanish) and, The Reading-Free Vocational Interest Inventory (this assessment identifies areas such as automotive, building trades, clerical, animal care, food service, patient care, horticulture, housekeeping, personal service, laundry service and material handling.).

Aptitude Testing typically utilized: Mechanical Reasoning, Space Relations, Spelling Recognition and Language Usage.

Achievement and Ability testing typically utilized: Reading (word sight and paragraph), Vocabulary, Spelling and Math.

Transferable Work Skills Analyses: Information from client interview and Valpar Pro-3000 System.

Outcome: The written report with recommendations.

B. Psychometric Assessment with Comprehensive Report/\$400.00.

Length of the assessment: Client will attend one session with vocational evaluator. This session will last 2-4 hours. The length of each session depends upon the reading level of the client. Most clients typically can complete an evaluation in 2-3 hours.

Dexterity Assessments available: The Purdue Pegboard, Small Parts Dexterity A and B, and The Bennett Hand and Tool Test.

Interests Test Utilized (2 will be selected): Valpar Magellan Module, The Self-Directed Search (also in Spanish, Braille and a lower reading level), The Career Decision-Making System (also in Spanish) and, The Reading-Free Vocational Interest Inventory (this assessment identifies areas such as automotive, building trades, clerical, animal care, food service, patient care, horticulture, housekeeping, personal service, laundry service and material handling.).

Aptitude Testing typically utilized: Mechanical Reasoning, Space Relations, Spelling Recognition and Language Usage.

Achievement and Ability testing typically utilized: Reading (word sight and paragraph), Vocabulary, Spelling and Math.

Outcome: The written report with recommendations.

II. Pre-Employment Services:

A. Comprehensive Job Seeking Skills/\$500.00

Length of the service: Client will attend two sessions with vocational evaluator. The session will last 1-2 hours. The length of each session depends upon the skill level of the client.

Activities at first meeting: A review of provided interview questions, Initial practice interview, A sample application and/or data sheet, Resume review and/or worksheet completed, Reference page data sheet, Review of phone etiquette and cold calling and Dressing and grooming for work.

Activities at second meeting: Client attends dressed for the interview, Mock interview conducted (may be videotaped), Application and data sheet finalized, Resume finalized, Reference page finalized and Telephone practice calls to employers.

Outcome: The written report and skill level of client identified.